

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) invites suitably qualified persons to apply for the position of **ADMINISTRATOR (GMG/AM 4) (Contract) in the St. Elizabeth, Hanover and Trelawny Restorative Justice Centres** with salary at the rate of \$1,410,802 - \$ 1,677,000 per annum.

JOB SUMMARY

To provide administrative support to the Justice Centre.

KEY RESPONSIBILITIES

- Serves as a liaison officer for the Parish Managers to acquire relevant information;
- Takes and transcribes notes and produces documents;
- Schedules and coordinates meeting/training/workshops at the Centre;
- Proof reads documents for accuracy, completeness and conformity to established formats;
- Coordinates activities for a variety of meetings, attends meetings, take notes and prepares minutes;
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed;
- Researches and provides information to facilitate the preparation of critical reports;
- Provides customer care support to clients;
- Performs any other related duties as assigned.

REQUIRED COMPETENCIES

Core

- Good written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and cooperation
- People Management skills
- Customer and Quality Focus
- Time management skills

Technical

- Proficient in relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Ability to compose and edit written material;
- Good Records Management Skills;
- Excellent typing skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Business Administration, or
- Diploma/Certificate in Business Studies/Public Administration;
- Plus at least three (3) years' Secretarial experience.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Friday, August 21, 2020 to:

Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
Email: careers@moj.gov.jm

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.